

BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: April 17, 18, 2002

Division: Public Works

Bulk Item: Yes X No

Department: Facilities Maintenance

AGENDA ITEM WORDING: Approval to award bid and enter into a contract with Diversified Services of Key West, Inc. for the Janitorial Services at the May Hill Russell Library in Key West.

ITEM BACKGROUND: On March 13, 2002 a bid opening was held for janitorial services at all five Monroe County Libraries. Two bids were received for the May Hill Russell Library with Diversified Services submitting the lower of the two.

PREVIOUS REVELANT BOCC ACTION: On October 18, 2000, the BOCC approved for Diversified Services, Inc. to provide janitorial services at the May Hill Russell Library in Key West, on a month to month basis, and approved to advertise for bids for janitorial services when a competitive bid process can be established. On January 16, 2002 the BOCC approved to reject bids of December 12, 2001 and re-advertise.

CONTRACT/AGREEMENT CHANGES: To award bid and establish a yearly contract with Diversified Services of Key West, Inc.

STAFF RECOMMENDATIONS: Approval as stated above.

TOTAL COST: \$17,892.00

BUDGETED: Yes X No
Account #001-20501-530-340

COST TO COUNTY: \$17,892.00

REVENUE PRODUCING: Yes No X **AMOUNT PER MONTH** **Year**

APPROVED BY: County Atty OMB/Purchasing Risk Management

ITEM PREPARED BY: John W. King
John W. King, Acting Sr. Director, Lower Keys Operations

DIVISION DIRECTOR APPROVAL: Dent Pierce
Dent Pierce, Director of Public Works

DOCUMENTATION: Included X To Follow Not Required

DISPOSITION:

AGENDA ITEM # Cal

MONROE COUNTY BOCC
PURCHASING OFFICE

BID OPENING TABULATION SHEET

OPEN DATE: MARCH 13, 2002 AT 11:00 AM

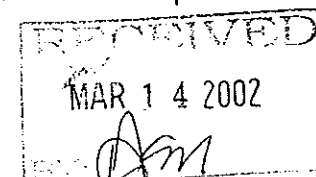
TITLE : JANITORIAL SERVICES MAY HILL RUSSELL LIBRARY MONROE COUNTY, KEY WEST FLORIDA

BIDDER	MONTHLY	ANNUAL
DIVIRSIFIED SERVICE	\$1,491.00	\$17,892.00
DIAMOND JANITORIAL	\$2,250.00	\$27,000.00

Bid Committee Present: Lisa Ernst Cherry and Sharon Lake-Nanay.

I hereby certify that this is a true and correct copy of said bid opening and that all bidders listed above have been checked against the State of Florida Convicted & Suspended Vendor listings. All bids listed above were received by the date and time specified.

Bid Opened By: Lisa Ernst Cherry, Purchasing Supervisor



MONROE COUNTY BOARD OF COUNTY COMMISSIONERS

CONTRACT SUMMARY

Contract with: Diversified Services Contract # _____
 Effective Date: 05/01/02
 Expiration Date: 04/30/03

Contract Purpose/Description:
To provide janitorial services at the May Hill Russell Library in Key West

Contract Manager: Ann Mytnik 4431 Facilities Maint/Stop #4
 (Name) (Ext.) (Department/Stop #)

for BOCC meeting on 04/17/02 Agenda Deadline: 04/03/02

CONTRACT COSTS

Total Dollar Value of Contract: \$ 17,892.00 Current Year Portion: \$ 7,455.00
 Budgeted? Yes ☒ No ☐ Account Codes: 001-20501-530-340-
 Grant: \$ N/A
 County Match: \$ N/A

ADDITIONAL COSTS

Estimated Ongoing Costs: \$ _____/yr For: _____
 (Not included in dollar value above) (eg. maintenance, utilities, janitorial, salaries, etc.)

CONTRACT REVIEW

	Date In	Changes Needed	Reviewer	Date Out
Division Director	<u>4/3/02</u>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<u>D. Pierce/BL</u>	<u>4/3/02</u>
Risk Management	<u>3/27/02</u>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<u>A. Wayne Robertson</u>	<u>3/27/02</u>
O.M.B./Purchasing	<u>3/28/02</u>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<u>[Signature]</u>	<u>3/28/02</u>
County Attorney	<u>4/2/02</u>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<u>[Signature]</u>	<u>4/2/02</u>

Comments: RM - need original cert.

RECEIVED
 APR 01 2002
[Signature]

CONTRACT

THIS AGREEMENT, made and entered into this 17th day of April, 2002, A.D., by and between MONROE COUNTY, FLORIDA, (hereinafter sometimes call the "owner"), and Diversified Services of Key West, Inc., (hereinafter called the "Contractor").

That the parties hereto, for the consideration hereinafter set forth, mutually agree as follow:

1.01 THE CONTRACT

The contract between the owner and the contractor, of which this agreement is a part, consists of the contract documents.

A. THE CONTRACT DOCUMENTS

The contract documents consist of this agreement, the specifications, all change orders, and any addenda issued hereafter, any other amendments hereto executed by the parties hereafter, together with the bid proposal and all required insurance documentation.

1.02 SCOPE OF THE WORK

The Contractor shall provide janitorial services, including all necessary supplies and equipment required in the performance of same, and perform all of the work described in the Contract Specifications entitled:

JANITORIAL SERVICES MAY HILL RUSSELL LIBRARY KEY WEST, FLORIDA

And his bid dated March 13, 2002, each attached hereto and incorporated as part of this contract document. The specifications shall serve as minimum contract standards, and shall be the basis of inspection and acceptance of all the work. The Contractor shall insure all exterior doors locked upon their departure.

1.03 THE CONTRACT SUM

The County shall pay to the Contractor for the faithful performance of said service on a per month in arrears basis on or before the 30th day of the following month in each of twelve (12) months.

The Contractor shall invoice the County monthly for janitorial services Performed under the Specifications contained herein. The Contract amount shall be as stated by the contractors proposal as follows: \$17,892.00 per year, \$1,491.00 per month.

1.04 CONTRACTOR'S ACCEPTANCE OF CONDITIONS

- A. The Contractor hereby agrees that he has carefully examined the site and has made investigations to fully satisfy himself that such site is correct and a suitable one for this work and he assumes full responsibility therefore. The provisions of the Contract shall

control any inconsistent provisions contained in the specifications. All specifications have been read and carefully considered by the Contractor, who understands the same and agrees to their sufficiency for the work to be done. Under no circumstances, conditions, or situations shall this Contract be more strongly construed against the Owner than against the Contractor.

- B. Any ambiguity or uncertainty in the specifications shall be interpreted and construed by the Owner, and his decision shall be final and binding upon all parties.
- C. The passing, approval, and/or acceptance by the Owner of any of the janitorial services furnished by the Contractor shall not operate as a waiver by the Owner of strict compliance with the terms of this Contract, and specifications covering the services. Failure on the part of the Contractor, immediately after Notice to Correct shall entitle the Owner, if it sees fit, to correct the same and recover the reasonable cost of such replacement and/or repair from the Contractor, who shall in any event be jointly and severally liable to the Owner for all damage, loss, and expense caused to the Owner by reason of the Contractor's breach of this Contract and/or his failure to comply strictly and in all things with this Contract and with the specifications.

1.05 TERM OF CONTRACT/RENEWAL

- A. This contract shall be for a period of one (1) year, commencing May 1, 2002, and terminating April 30, 2003.
- B. The Owner shall have the option to renew this agreement after the first year, and each succeeding year, for two additional one year periods. The Contract amount agreed to herein might be adjusted annually in accordance with the percentage change in the Consumer Price Index for all urban consumers (CPI-U) for the most recent twelve (12) months available.

1.06 HOLD HARMLESS

The Contractor covenants and agrees to indemnify and hold harmless Monroe County Board of County Commissioners from any and all claims for bodily injury (including death), personal injury, and property damage (including property owned by Monroe County) and any other losses, damages, and expenses (including attorney's fees) which arise out of, in connection with, or by reason of services provided by the Contractor or any of its Subcontractor(s) in any tier, occasioned by the negligence, errors, or other wrongful act or omission of the Contractor or its Subcontractors in any tier, their employees, or agents.

In the event the completion of the project (to include the work of others) is delayed or suspended as a result of the Contractor's failure to purchase or maintain the required insurance, the Contractor shall indemnify the County from any and all increased expenses resulting from such delay.

The first ten dollars (\$10.00) of remuneration paid to the Contractor is for the indemnification provided for above.

The extent of liability is in no way limited to, reduced, or lessened by the insurance requirements contained elsewhere within this agreement.

1.07 INDEPENDENT CONTRACTOR

At all times and for all purposes under this agreement the Contractor is an independent contractor and not an employee of the Board of County Commissioners for Monroe County. No statement contained in this agreement shall be construed so as to find the contractor or any of his/her employees, contractors, servants, or agents to be employees of the Board of County Commissioners for Monroe County.

1.08 ASSURANCE AGAINST DISCRIMINATION

The Contractor shall not discriminate against any person on the basis of race, creed, color, national origin, sex, age, or any other characteristic or aspect which is not job related, in its recruiting, hiring, promoting, terminating, or any other area affecting employment under this agreement or with the provision of services or goods under this agreement.

1.09 ASSIGNMENT/SUBCONTRACT

The Contractor shall not assign or subcontract its obligations under this agreement, except in writing and with the prior written approval of the Board of County Commissioners for Monroe County and Contractor, which approval shall be subject to such conditions and provisions as the Board may deem necessary. This paragraph shall be incorporated by reference into any assignment or subcontract and any assignee or subcontractor shall comply with all of the provisions of this agreement. Unless expressly provided for therein, such approval shall in no manner or event be deemed to impose any obligation upon the board in addition to the total agreed-upon price of the services/goods of the contractor.

1.10 COMPLIANCE WITH LAW

In providing all services/goods pursuant to this agreement, the contractor shall abide by all statutes, ordinances, rules and regulation pertaining to, or regulating the provisions of, such services, including those now in effect and hereinafter adopted. Any violation of said statutes, ordinances, rules and regulations shall constitute a material breach of this agreement and shall entitle the Board to terminate this contract immediately upon delivery of written notice of termination to the contractor. The contractor shall possess proper licenses to perform work in accordance with these specifications throughout the term of this contract.

1.11 INSURANCE

Prior to execution of this agreement, the contractor shall furnish the Owner Certificates of Insurance indicating the minimum coverage limitations as indicated by an "X" on the attached forms identified as INCKLST 1-5, as further detailed on forms WC1, GL1, ED1, and VL1, each attached hereto and incorporated as part of this contract document, and all other requirements found to be in the best interest of Monroe County as may be imposed by the Monroe County Risk Management Department.

1.12 FUNDING AVAILABILITY

In the event that funds from Facilities Maintenance Contractual Services are partially reduced or cannot be obtained or cannot be continued at level sufficient to allow for the purchase of the services/goods specified herein, this agreement may then be terminated immediately at the option of the Board of County Commissioners by written notice of termination delivered in person or by mail to the contractor. The Board shall not be obligated to pay for any services provided by the contractor after the contractor has received written notice of termination.

1.13 PROFESSIONAL RESPONSIBILITY

The Contractor warrants that it is authorized by law to engage in the performance of the activities encompassed by the project herein described, subject to the terms and conditions set forth in these contract documents. The provider shall at all times exercise independent, professional judgment and shall assume professional responsibility for the services to be provided. Continued funding by the Owner is contingent upon retention of appropriate local, state, and/or federal certification and/or licensure of contractor.

1.14 NOTICE REQUIREMENT

Any notice required or permitted under this agreement shall be in writing and hand delivered or mailed, postage prepaid, to the other party by certified mail, returned receipt requested, to the following:

FOR COUNTY

Monroe County Facilities Maintenance
3583 S. Roosevelt Blvd.
Key West, FL 33040

FOR CONTRACTOR

Diversified Services of Key West, Inc.
D-50 11th Avenue
Key West, FL 33040

1.15 CANCELLATION

- A) The County may cancel this contract for cause with seven (7) days notice to the contractor. Cause shall constitute a breach of the obligations of the Contractor to perform the services enumerated as the Contractor's obligations under this contract.
- B) Either of the parties hereto may cancel this agreement without cause by giving the other party sixty (60) days written notice of its intention to do so.

1.16 GOVERNING LAWS

This Agreement is governed by the laws of the State of Florida. Venue for any litigation arising under this Agreement must be in Monroe County, Florida.

1.17 CONTINGENCY STATEMENT

Monroe County's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Monroe County Board of County Commissioners.

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the day and date first written above in four (4) counterparts, each of which shall, without proof or accounting for the other counterparts, be deemed an original contract.

(SEAL)

Attest: DANNY L. KOLHAGE, CLERK

BOARD OF COUNTY COMMISSIONERS
OF MONROE COUNTY, FLORIDA

By: _____
Deputy Clerk

By: _____
Mayor/Chairman

Date: _____

(SEAL)

Attest:

CONTRACTOR

Diversified Services of Key West, Inc.

By: _____
WITNESS

By: _____

Title: _____

Title: _____

By: _____
WITNESS

Title: _____

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY.

BY Suzanne A. Hutton
SUZANNE A. HUTTON

DATE 9/2/02